



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5007) Office Technician – (Typing)

Position #:

051-340-1139-903

Salary Range:

\$2740.00 - \$3429.00

Issue Date:

10/10/2014

Contact:

Denise Middleton, (916) 323-6695

Location:

Information Systems Division
300 Capitol Mall, 7th Floor
Sacramento, CA 95814

Final Filing**Date:**

October 23, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Information Systems Division
ATTN: Denise Middleton
300 Capitol Mall, 7th Floor
Sacramento, CA 95814

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general supervision of the AMPU's Data Processing Manager II, the Office Technician/Office Assistant duties include but are not limited to: Non-IT procurement, confidential destruct of papers, sorting & distributing Inter office mail, ISD's phone receptionist and performs general office support services.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Review and process Non-IT purchase requests for the division; adhering to the rules and laws of the procurement process. Collaborating with lead analyst when necessary, monitor and track all purchase requests and invoices received for goods. Once approvals are obtained, conduct competitive procurement process, evaluate vendor offers, negotiate prices and terms with vendors and select the best value alternative. Follow up to ensure timely delivery, and resolve invoice or product issues arising from damaged, non-functioning, or incomplete deliveries.
- Maintain and update inventory supplies and ensures orders for supplies are submitted and received in a timely manner. Identifies and coordinates survey of unused and/or obsolete supplies. Back up for IT equipment survey tasks. Organize the ISD Equipment Storage area in Basement and 1st floor (cage area).
- Sort and deliver division mail, express mail and special deliveries twice a day. Process external correspondence using established protocols. Organize and coordinates incoming and outgoing freight & deliveries by collaborating with staff and outside vendors. Maintain and distribute appropriate forms. Perform miscellaneous clerical support functions.

Please write "051-340-1139-903" REF# 15-013 on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

- Perform a variety of office support services including periodic operation and routine maintenance of the division's copy machine, photocopy, and faxes. Perform office support services for the divisions Executive Office. Provide Toners/Cartridges to Customer service for replacement on network printers.
- Travel Liaison – Set up all aspects of travel, including, but not limited to: Car Rentals, taxi's, hotel reservations and airline reservations. Requests travel advance from Accounting for employee and ensures employee receives advance in a timely manner. Receive, log, and distribute all incoming invoices to ensure timely processing and return to SCO's Accounting Office.
- Perform functions of Emergency Evacuation Coordinator for 7th Floor.
- Backup person to Asset Management functions which include procurement item deliveries, verification of purchase orders (PO) and store them in ISD storage area. Assist Asset Management team in IT equipment inventory and survey.
- Coordinates collection of confidential material for destruction. Routinely schedules for material to be picked up and destroyed. Key point of contact for Temporary badges, General Services Charge Cards, Paychecks, Travel Advances and Travel Claims (CalATERS Liaison) and repairs.
- Answer, screen and route division calls coming through the reception office from the general public, state and federal agencies, departments, and divisions within the State Controller's office, and vendors. Direct callers requesting information or services to appropriate staff and take appropriate steps/actions to maintain satisfactory level of customer service. Serve as backup for Division Secretary in scheduling meetings and events.
- Greet incoming visitors and either escort to meetings or notify division staff of visitor; answer general inquiries from the public, other governmental employees and departmental staff regarding services offered by division.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12